

Please note: This form must be turned in to the office 2 weeks before absence.

Pre-Excused Absence Request

2011-2012

The student/parent handbook indicates that absences may be pre-excused if approved in advance. Please submit your request at least two weeks prior to any planned absence, so that the principal has adequate time to approve the absence. Homework for absences should be accessed off the website or requested by students from teachers on the day they return.

Student's Name _____

Reason for absence _____

Date of absence _____

Student's Signature _____

Parent's Signature _____

Date _____

Principal's Approval _____ **Date** _____

Assignments and make-up work will be completed by the following date: _____